

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140155-4

PREPARE IN DUPLICATE

DDS/CTR/ISS - 28

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record - External Training-Alpha by Facility

2. TYPE OF REPORT	STATISTICAL
	<input checked="" type="checkbox"/> NARRATIVE
	<input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	<input checked="" type="checkbox"/> TRAINING
LOGISTICS	<input type="checkbox"/> SECURITY
MEDICAL	<input type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
2

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)
1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING
☒ YES IF YES GIVE ADP PROCESSING NO.
☐ NO 601F

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

HR 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
(Same as 601 E)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

1205 pages x 2 copies x 3¢ a page x 2 times a year =	\$144.60
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TOTAL COSTS PER YEAR

\$144.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Records Management Officer, OTR

18. EXTENSION